

LETTER OF INSTRUCTION

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Supply Division [REDACTED] Small Purchases Branch

Position No. GS-07 (Proposed) Procurement Supply Assistant

1. The purpose of this memorandum is to provide you, the incumbent of the above position, with a clear understanding of your Branch, the responsibilities of your position and what is expected of you.

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2. The Small Purchases Branch [REDACTED] is responsible for the procurement, shipment and/or delivery of low-cost, common items which are handled under an imprest fund or procured on a [REDACTED]

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Property Procurement Allotment/Property Requisitioning Authority and Financial Property Accountability systems.

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3. As Procurement Supply Assistant, you are expected to have a thorough knowledge of the scope, the responsibilities and authorities (as expressed in [REDACTED] and the procedures for accomplishing the mission of the Branch. Specifically, you will be responsible for:

- a. Reviewing and evaluating requirements directed to you for action to ensure that they fall within the scope and the authority of the Branch, and for initiating procurement action and being certain it is accomplished promptly and properly within monetary

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limitations and authorized time frames.

b. Limiting purchases to items having an unit cost of \$200 or less with a further limit of \$2500 per line item or order to a single vendor. Exceptions must be approved [REDACTED]

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[REDACTED] and the basic request so annotated. Procurement will normally be restricted to the Washington Metropolitan area except when the urgency or the nature of the requirement justifies procurement elsewhere. Procurements outside the area will not be initiated without approval of the Branch Chief.

c. Funds advanced to you from the Branch Imprest Fund are to be carefully controlled, secured, and administered, and disbursed only for authorized procurements, payment for parcel post charges in connection with the shipment of material and other specifically authorized purposes for which receipts must be obtained and submitted to the Branch Imprest Fund custodian when accounting for advances.

[REDACTED]

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e. Converting vendor sales slips, invoices, etc. into a receipt and a receiving instrument by affixing and completing the "NON-FPA" stamp citing the customers DCN and FAN and other data.

f. The requirements for the various methods of packing and

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shipping materiel and related documentation.

g. In accomplishing the responsibilities of your assignment, you are expected not only to develop and maintain rapport with commercial vendors and representatives of other Government agencies with whom we do business or carry on liaison, but to establish a close working relationship with other Branch personnel to enable you to acquire a knowledge of all functions or phases of the operation. You are expected to exercise good judgment and common sense in carrying out your responsibilities, particularly those with the general public. Workloads will be continuously reviewed and managed and unusual conditions brought to my attention.

4. You are expected to make suggestions for change, particularly in procedures; generate ideas for improvement of our operation as well as demonstrate initiative in problem solving. Where unusual conditions exist which require correction I desire to be made aware of them.

5. You are expected to develop a reasonable knowledge of all aspects of the Branch particularly the packing and shipping functions as all personnel within the Branch will eventually be cross-trained to fill any gap which may develop at a later date.

6. The Senior Procurement Officer will be a major source of direction and guidance to assist you in fulfilling your responsibilities. I strongly urge you to consult with me or the Senior Procurement Officer at any time concerning any problem areas or when you need assistance. I

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will discuss your performance with you periodically and your fitness report will reflect the quality of your performance and those functions and duties expressed in this Letter of Instruction.

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CHIEF, SMALL PURCHASES BRANCH/CD

ACKNOWLEDGED:

8-27-74
Date

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5-27-74
Date